

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT
DEVELOPMENT AUTHORITY**

(Ministry of Commerce and Industry, Govt. of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area, August
Kranti Marg (Opp. Asiad Village), New Delhi.

Agricultural and Processed Food Products, Export Development Authority intends to hire talented, innovative and dynamic Professionals **in its Organic Division** for the positions of **Associates (Organic, Trade Analyst and Legal)**.

National Programme for Organic Production is being implemented by the Department of Commerce for exports of organic products under the Foreign Trade Development Regulation (FTDR) since October 2001. APEDA functions as the secretariat for implementation of the NPOP.

2. Type and Tenure of Engagement

i. The engagement shall be at the level of **Associates** .

ii The engagement shall be purely on a contractual basis.

iii. The engagement shall be initially for a period of two years which may be extended up to three years, depending on the performance evaluation. After three years no further extension will be permissible under any circumstances.

3. **Qualification, Experience and Vacancies:** Applicants with following qualifications and experience would be considered for engagement as Associates.

3.1 **Qualifications:**

Post	Vacancy	Discipline	Educational Qualifications
Associate (Organic)	2	Organic	<p>Essential:-</p> <p>Master Degree in Agriculture.</p> <p>Work experience of 3 years or more in Organic sector is compulsory.</p> <p>Should have working knowledge in computer.</p> <p>Desirable: Experience in the field of regulatory compliances, standards etc.</p>

Associate (Trade Analyst)	1	Economics/Statistics	<p>Essential:-</p> <p>Master Degree in Economics/Statistics or in a related field with minimum 3 years of work experience in the relevant field.</p> <p>Should have knowledge to manage and analyze data and generate/prepare MIS reports. Knowledge of computer application, International trade portals, IT applications for data analysis etc..</p> <p>Desirable:</p> <p>Prior experience in field of agriculture, Market intelligence, Artificial intelligence, data analysis etc..</p>
Associate (Legal)	1	Law	<p>Essential:</p> <p>Master Degree in Law (LLM) with minimum 3 years of work experience in the relevant field.</p> <p>Should have knowledge of legal issues pertaining to trade and export. Basic knowledge on handling complaints/representation drafting, showcause notices, enforcement actions etc.</p> <p>Desirable Experience in field of agriculture, regulatory standards implementation etc.</p>

A candidate shall submit only one application. Submission of more than one application may lead to rejection.

Mere submission of the application does not confirm any right on the applicant to be called for interview.

Application should be submitted strictly in the prescribed format only.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Incomplete / unsigned applications received and those received after the last date for receipt of application will summarily be rejected without any communication to the candidate.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

3.2 **Age** - Upper age limit of 45 Years.

4. **Remuneration and Annual Enhancement**

4.1 The Remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed. The range of remuneration for the post is an under:

Position	Remuneration per month (Rs.)
Associate (Organic, Trade Analyst and Legal)	Rs. 90,000/- - Rs. 1,45,000/-

ii. Remuneration for any selected candidates shall be fixed, based on the following:

The final amount will be determined by the Selection Committee based on the academic qualification, past experience and performance in the interview.

5. TA/DA: The Associates may be required to travel to any place in India. While on tour, TA / DA will be admissible to Associates (Level 10) of the Central Government.

6. **Working Hours and Leave:**

i. Working Hours shall normally be from 9.00 AM to 5.30 PM office time during working days including half an hour lunch break in between. However, in exigencies of work, the Associates may be required to sit late and may be called on Saturday / Sunday and other holidays also.

ii. The Associates will be eligible for 20 days leave during the period of one year, on pro-rata basis subject to the prior written approval of the controlling officer. Un-availed leave cannot be carried forward to the next year. Further, leave upto one month can be considered without remuneration with the prior approval of controlling Officer.

However, in rare and exceptional cases like need for professional development, training etc., this condition may be relaxed with the approval of Chairman, subject to official exigencies.

iii. Apart from the above, the female Associates may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-360 17/03/20 15-SS-1 dated 12th April, 2017.

7. Termination:

- I. The engagement can be terminated at any time by the Department by giving 30 days' notice or "pay in lieu thereof. Similarly, The Associates may also resign after giving notice for a similar period.

The Department reserves the right to terminate any Associates at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

8. General terms and conditions:

- i. APEDA may require the Associates to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices.
- ii. The engagement as Associates are subject to verification of documents related to educational qualification and experience. If any information / documents submitted by Associates are found false / wrong at any stage, his / her engagement will be terminated immediately and appropriate action will be taken against him/ her as per rules.
- iii. The Associates will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that come to their notice during the period of their engagement as Associate in the Department. All such information / records / papers / software / emails etc. will be property of APEDA.
- iv. The Associates shall not advertise or otherwise make public for the purpose of commercial advantage that it has contractual relationship with APEDA. He / she shall not, in any manner whatsoever, use the name, emblem or official seal of APEDA or any abbreviation of the name of APEDA, in connection with business or otherwise without the prior written permission of the competent authority of APEDA.
- V. The Associates shall be expected to conduct himself / herself in accordance with the rules and regulations of APEDA. He / she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties. In case his / her services are not found satisfactory or found to be in conflict with the interest of the APEDA, his / her services will be terminated forthwith, without any notice period or compensation.
- vi. In General, the Associates shall neither seek nor accept instructions from any authority external to APEDA in connection with the performance of his/her obligations under the Contract. The Associates shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of APEDA, and the Associates shall perform its obligations under the Contract with the fullest regard to the interest of APEDA. The Associates warrants that he/she has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of APEDA. He / she shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the Contract. In the performance of the Contract, the individual Associate shall comply with the normal standards of Conduct. Failure to comply with the same is ground for termination of the Individual Associate for cause.
- vii. **Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Associates shall comply with the "Sexual Harassment of Women at Workplace (Prevention,

Prohibition and Redressal) Act, 2013". The Associates acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of APEDA to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

- viii. In the unfortunate event of the death, injury or illness while serving APEDA, the Associates or the next of kin shall not be entitled to any compensation or Appointment.
- ix. The Associates will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.
- X. The period of engagement would commence from the date of joining at APEDA.
- XI. The period of engagement as Associates will not confer any claim or right for subsequent engagement / employment with APEDA or any other Government Department at a later date.
- 9. This issues with the approval of competent authority.

Interested Candidate may submit their signed and typed application in the prescribed format (Copy attached) along with their scan CV and self attested copies of the relevant documents.

- 10. **Last Date of Submission of Application is 31.10.2023. The typed and signed application should be sent through email at recruitment@apeda.gov.in. It is mandatory to mention the Post applied for :**

NOTE: Only shortlisted candidates will be contacted via email for the interview.

**DIRECTOR
APEDA**

APPLICATION FOR THE POST OF ASSOCIATES (ORGANIC, TRADE ANALYST AND LEGAL)

To:

SECRETARY APEDA
3rd FLOOR, 3 SIRI INSTITUTIONAL AREA
AUGUST KRANTI MARG
HAUZ KHAS,
NEW DELHI — 110 016

Post Applying for: _____

Stream: _____
(Organic, Legal, & Economics)

Paste recent
photograph

1. Name in Full (in Block Letter): _____
2. Father's / Husband's Name: _____
3. Permanent Address: _____
4. Correspondence Address: _____
5. Contact No. & Email-ID: _____
6. Date of Birth: _____
(Self-Attested copy of proof of age to be attached) Age as on 01.07.2023:
7. Nationality: _____
8. Educational/Professional Qualifications:

Name of University/ Board	Year of Passing	Stream/Subject	% of marks/ CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

9. Post qualification Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from-to in dd/mm/yy)	Total tenure (in Years and months)	Designation	Nature of work/responsibilities

(Self-Attested Copy of experience certificate to be attached)

10. Languages known with proficiency: _____

11. Any other relevant Information: _____

SIGNATURE OF THE CANDIDATE

Date: _____

Place: _____